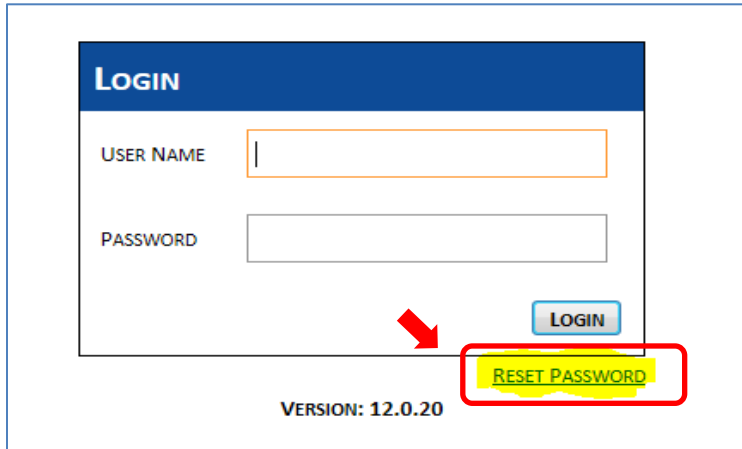


Reset Password new process for HDS SF Web Version 12.0.20

Open the web page: <https://online.mhfa.state.mn.us/SFWeb/Default.htm>

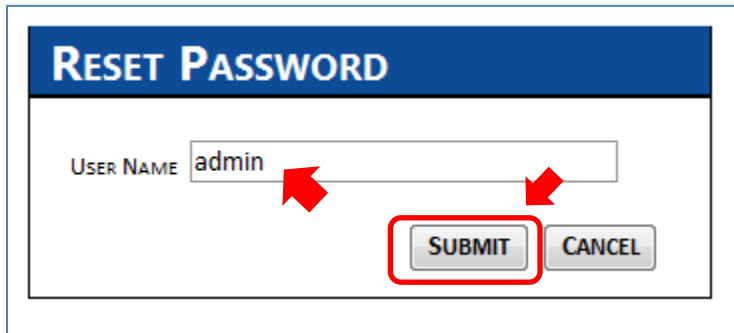
Click on Reset Password



The screenshot shows a login form with a blue header bar labeled "LOGIN". Below the header are two input fields: "USER NAME" and "PASSWORD". To the right of the "PASSWORD" field is a "LOGIN" button. Below the "LOGIN" button is a yellow button labeled "RESET PASSWORD", which is highlighted with a red rectangle and a red arrow. At the bottom of the form, the text "VERSION: 12.0.20" is displayed.

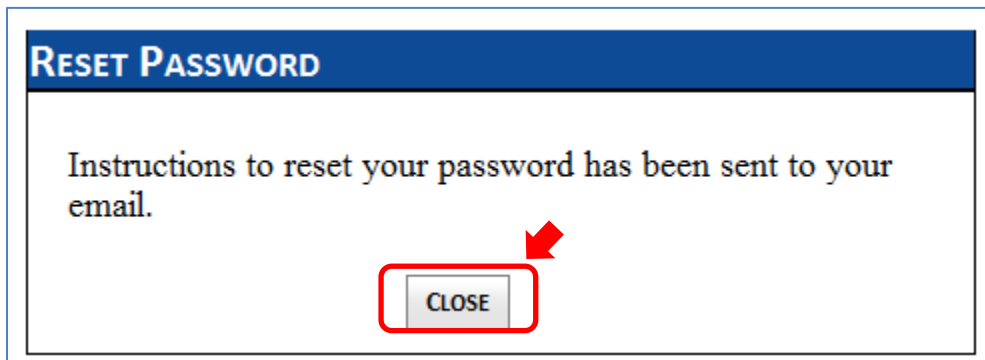
Type in your User Name (if not sure who this is contact web administrator)

Click Submit



The screenshot shows the "RESET PASSWORD" page with a blue header bar. Below the header is a form with a "USER NAME" label and an input field containing the text "admin". To the right of the input field are two buttons: "SUBMIT" and "CANCEL". The "SUBMIT" button is highlighted with a red rectangle and a red arrow. Another red arrow points to the "admin" text in the input field.

Click Close

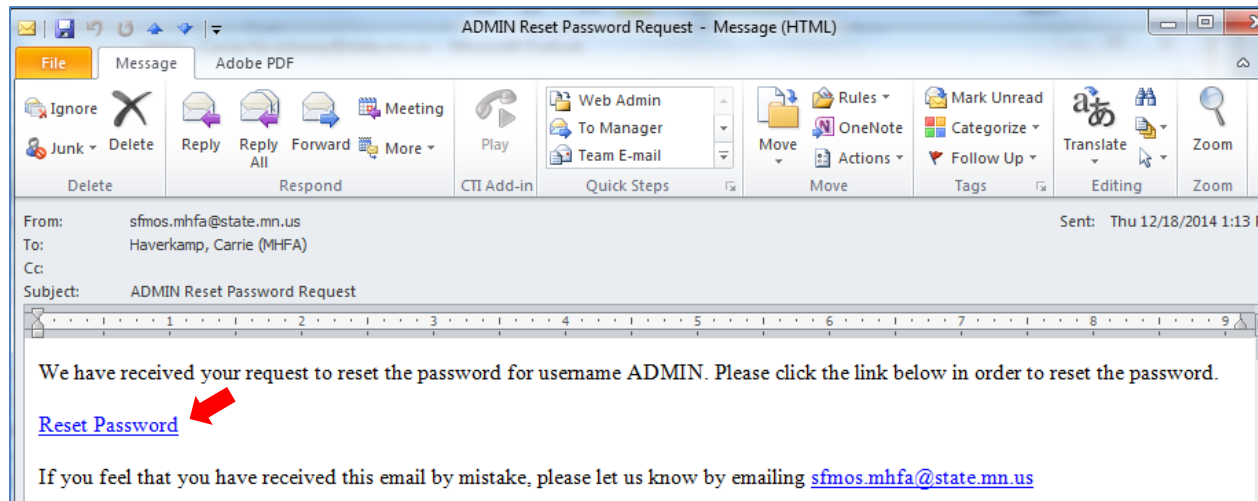


The screenshot shows the "RESET PASSWORD" page with a blue header bar. Below the header is a message that reads "Instructions to reset your password has been sent to your email." Below the message is a "CLOSE" button, which is highlighted with a red rectangle and a red arrow.

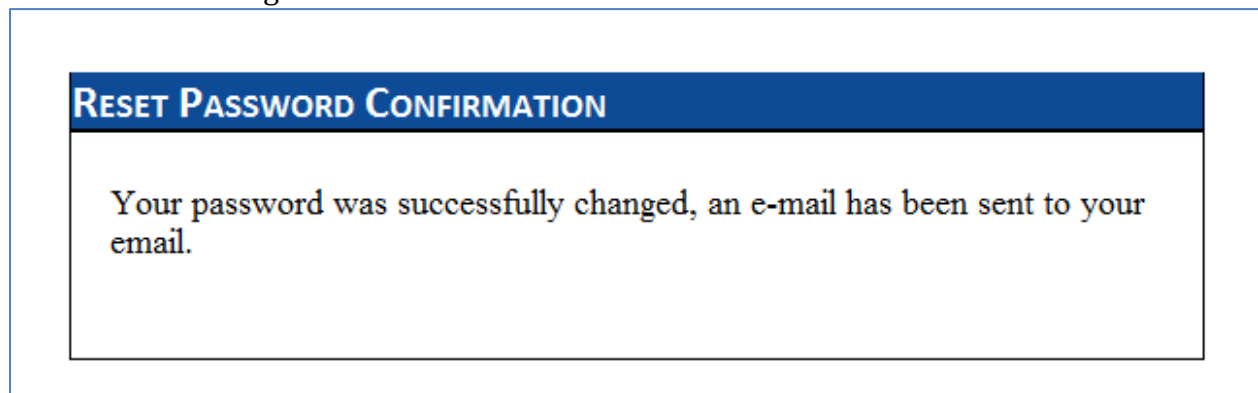
Open your email
Open the "ADMIN Reset Password Request" email



Click "Reset Password" click within email

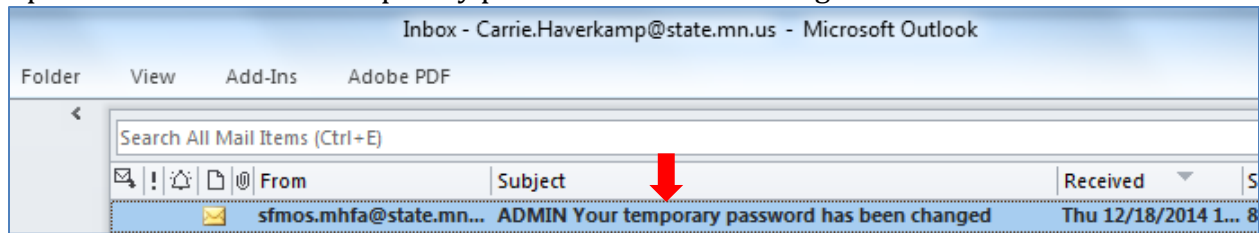


Receive this message:



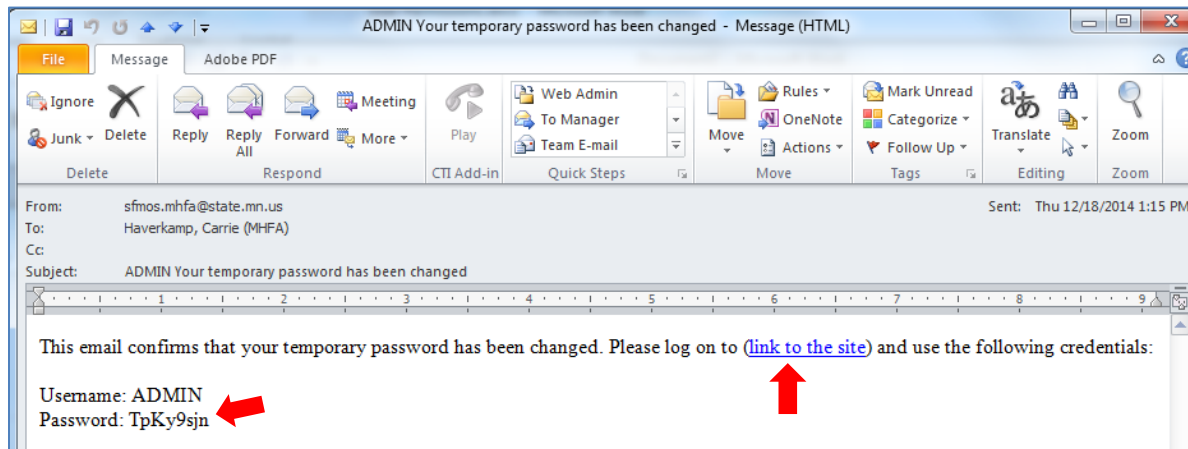
Open your email

Open the "ADMIN Your temporary password has been changed" email



Copy your temporary password from the email or write your password down

Click on "link to the site"



Type in your User Name, Password, click "Login"

A screenshot of a login form titled 'LOGIN'. The form has four input fields: 'USER NAME' with the value 'admin', 'PASSWORD' with masked characters, 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. A red arrow points to the 'USER NAME' field, and another red arrow points to the 'PASSWORD' field. At the bottom right of the form is a 'LOGIN' button. Below the form, there is a 'RESET PASSWORD' link and a 'Validation Summary' section with a red error message: 'Password has expired. Please, enter a new Password.' and a red 'X' icon. The version number 'VERSION: 12.0.20' is displayed at the bottom.

Enter your new password twice and click "Login"

Your password has been reset